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# The UCF Report

Volume 13, Number 2

The University of Central Florida Newspaper for Faculty and Staff

August 8, 1990

## News Clips

- The library will be closed until Aug. 20 so that new carpet can be installed on the main floor. Limited services will be available from a temporary service desk inside the loading dock door. The loading dock is located at the rear of the building near the computer center. The staff will retrieve books and journals Monday through Friday between 8 a.m. and 5 p.m. To request a book or journal call x2580.

- With the retirement of Bill Brown, dean of students, June 30, the division of student affairs underwent a reorganization. Carol Wilson, former assistant vice president for student affairs, is associate vice president and dean of student affairs. Kenneth Lawson, former assistant vice president for student affairs, is associate vice president for student affairs. Pamela Mounce, former assistant dean of students, is associate dean and judicial officer. Jimmy Watson, director of student information and evening/weekend student services, assumed the additional title of assistant vice president for student affairs.

- A poll will be taken of faculty, staff and students pertaining to WUCF-FM, the campus radio station. An independent pollster will be using randomly selected numbers from the campus phone directory. The interview will take approximately five minutes.

- Betty Martin, Air Force ROTC, was picked as *Employee of the Year* at the USPS Banquet, July 20. For photos and further details of the banquet see page 3.

- The UCF Report will go back on a two-week publication date beginning with the next issue on Aug. 22. The deadline for turning in materials is noon on Aug. 15. The Aug. 22 issue will include a calendar of events for the fall semester. If your department or organization would like to have your activities included please send items to *The UCF Report*, 395-I, administration building, by Aug. 15.

## Salaries Top Altman's Priority List

Making few but important requests, President Steven Altman presented the university's budget proposal for 1991-92 to the Board of Regents in Tallahassee July 27.

The president, armed with a short list of priorities, made his request brief and to the point. He prefaced his remarks by expressing his overall support of the system budget, saying that it treats UCF fairly.

He told the BOR that the University of Central Florida is suffering from low salaries for faculty and staff, coupled with an inherent problem of salary compression, and the cycle must stop. He warned that the malady was a serious and pressing one for UCF last year, and there were no signs of improvement on the horizon.

"An investment in our people is our highest priority, because it is they who really determine how good we will be."

The president explained that faculty salaries at UCF continue to fall behind those of other states because Florida's raise package is inadequate in both size and structure. Calling the current salary levels demoralizing, Altman said, "The people who are doing such fine work increasingly conclude that rhetoric about the importance of a quality educational system is hollow."

The problem is as critical for staff salaries as for faculty salaries, the president maintained. "There is such

a tremendous mismatch between comparable salaries in Orange County and the university that we cannot retain people. Turnover is continual, especially among our best people, and replacement costs are high. Deferral of increases to January 1991 is a further insult." The Legislature voted to give state employees a 3 percent raise beginning in January 1991.

He recommended a four-prong plan to help rectify the crisis situation which includes establishing faculty and staff salary increases as a system wide priority; requesting funds beyond the rate of inflation proposed by the Legislature; initiating a program to reduce the salary compression cycle with targeted increases in a limited number of disciplines; and discussing with the Legislature the elimination of position and rate controls.

The president requested a special \$5 million line item, with \$3.5 million in recurring funds, for support of new research.

The university has received approximately \$28 million in sponsored research this year, a \$21 million increase over five years ago. "We are the largest DOD contractor in the state," the president told the board. Work in CREOL, IST, FSEC, engineering and physics has attracted worldwide attention, and much of it is done in collaboration with industry rather than in isolated

laboratories."

In addition Altman requested a one-time appropriation of \$300,000, to be combined with approximately \$150,000 of UCF funds, to start an image processing system. Image processing can permit the images of thousands of documents to be placed on a single optical disc. A 12-inch optical disc can store up to 50,000 single pages and can be maintained in devices which permit electronic access on computer screens in seconds. Just like converting whole volumes of periodicals onto microfilm or microfiche, documents which now require huge amounts of storage space can be stored in a few square feet of space.

Plans are to begin developing the software necessary to use image systems in admissions, financial aid, accounts payable and purchasing, the president told the BOR.

Lastly, the president requested \$150,000 in funds to support the Florida/USSR Institute and \$235,000 for the MSW program.

The Florida/USSR Institute, created by the Legislature and already providing internships and management development training for the Soviet Union, needs funding to provide research, training and exchange programs, Altman urged.

The funds for the graduate program in social work would initiate the needed program, he told the BOR.

In other BOR matters, the regents' staff proposed adding new programs and cutting others throughout the nine university system. Plans for UCF call for adding a doctoral in mathematics and master's programs in nursing and Spanish and a bachelor's in physical therapy. A bachelor's program in arts and master's programs in school psychology, transportation, and gifted and talented education would be cut.

## SEED Plants Ideas For Diversity

A blue ribbon panel of experts from across the country meeting here has put together a list of recommendations on ways to generate cultural diversity within the university community.

The two-day seminar July 18-19 called by the College of Health and Professional Studies (CHPS) is believed to be the first of its kind in Florida, and perhaps the nation.

In their wake, participants left a montage of goals and objectives mapped out in small group discussions that focused on the recruitment and retention of minority students, staff and faculty, and graduation rates of minorities.

The gathering was an opportunity for some of this nation's leading advocates of diversity to meet together to dissect dynamics of change, said Bobbie J. Primus,

associate professor of nursing at UCF's Daytona Beach Center and program coordinator.

Participants included moderators Michael Lenaghan, president of the American Humanities Foundation, Kansas City, Mo., and William T. Primus, professor of political science at Miami-Dade Community College, who were joined by nearly three dozen outside experts plus 20 UCF faculty and staff, led by CHPS Interim Dean Leslie L. Ellis.

As director of the new SEED (Strategies for Enhanced Education for the Ethnic Disadvantaged) in CHPS, Primus served to link off-campus experts with UCF representatives from CHPS and elsewhere who comprised the very active group.

"The seminar could become a model for the state," Primus said.

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Supplement

Next issue of *The UCF Report* is Aug. 22 • Deadline Aug. 15



# Official Memorandums

Publication of these memorandums and announcements about University policy and procedure constitutes official notice to faculty and staff.

**TO:** University Community  
**FROM:** Graduation Supervisor  
Registrar's Office  
**SUBJECT:** Deadline for filing for Fall 90 Graduation

The deadline for filing an "Intent to Graduate" form for Fall 1990 at the Registrar's Office is August 24, 1990.

**TO:** University Community  
**FROM:** Anne Marie Allison  
Library  
**SUBJECT:** Temporary Closing Notice

The Library will have a new look when classes begin on August 20. New carpet will be installed on the main floor of the Library. We will have to curtail normal operations during the break, from August 4 through August 19. During this time, no one but movers and carpet layers will be allowed on the main (second) floor. The front entrance will be closed to everyone but carpet installers.

Limited services will be available to UCF faculty and students from a temporary desk inside the loading dock door. The loading dock is located at the rear of the building near the Computer Center.

Library staff will retrieve books and journals for UCF students and faculty Monday through Friday between 8 a.m. and 5 p.m. To request a book or journal, call x2580. We promise to make every effort to have it ready for you within an hour at the loading dock service desk. Books may be checked out there. Journal articles may be copied there.

UCF faculty can enter the building from the loading dock and go to the first, third, fourth and fifth floors to work or retrieve materials. Faculty may also go by elevator to Interlibrary Loan and Online Search on 2M, the upper level of the second floor. Reference collections and services will be unavailable. The CD-ROMs, patents, government documents and other materials housed on the second floor will also be unavailable. Limited telephone reference will be available at x2562.

If you anticipate a problem with reference material, please contact Marilyn Snow at x5880. Our goal is to do our best to accommodate your needs within the limitations described above. We hope the inconveniences will be minor, and we know the results will be worth it!

This note offers me a good opportunity to thank you for your help and support in the past and to wish you every success in the new academic year.

**TO:** UCF Community  
**FROM:** John R. Bolte, Vice President  
for Administration and Finance  
**SUBJECT:** University Hurricane Emergency Plan

June 1 was the official start of the hurricane season. The paragraphs which follow summarize the University Hurricane Emergency Plan. Please review the information here and keep it available for use should hurricanes approach this area.

## UNIVERSITY OF CENTRAL FLORIDA HURRICANE EMERGENCY PLAN

In the event of hurricane danger to the central Florida area, UCF monitors the official National Weather Service Advisories. These bulletins are heard almost continuously on radio and television and assist us to determine if offices should remain open and if classes will continue on schedule.

The weather service issues a hurricane "WATCH" if it appears that the storm will hit this area. The watch usually covers an area of several hundred miles. As the direction of the storm becomes more and more certain, a hurricane "WARNING" is issued narrowing down the area in which the storm is likely to strike. It is a hurricane warning that will trigger the closing of the university or the branch campuses if we are in

the hurricane warning area. At that time, classes will be canceled and offices will close until the danger is over. No students, faculty or staff, except those specifically designated to work in the emergency operation center or other areas on campus, are expected to be on campus during the hurricane warning period.

Some Residence Hall areas will remain open during the storm period for resident students who cannot go home. It is also possible that some university facilities will be used for emergency shelters for residents in the surrounding areas.

Faculty and staff should refer to the UCF Disaster Contingency Plan for complete details of the Hurricane Emergency Plan. Copies of the plan are available in the Office of Environmental Health and Safety and in the Police Department.

**TO:** UCF Faculty and Staff  
**FROM:** Maxine Bowers  
**SUBJECT:** Off-Campus Training Seminars

As a service to the campus community, Personnel Services will periodically submit for publication a listing of workshops, seminars, and training sessions offered in the Orlando area by various private and public agencies, usually for a fee. This is not meant as an endorsement of any of the programs. Rather, it is simply a listing of dates and courses as advertised in direct mail brochures received by Personnel. Detailed information on any of the offerings is available by visiting the reception desk in Personnel, ADM 230.

## COURSE TITLE AND DATE

How to Supervise People- August 3 & Sept. 5  
How to Deal with Employee Attitude Problems- August 8  
Developing Powerful Telephone Techniques (half day)- August 8  
How to Deliver Superior Customer Service (half day)- August 8  
Image Communication Skills for Women- August 10 & 25  
Supervising Under Pressure- August 13  
Reading Dynamics for Business Professional- August 14  
Basic Course in Human Resource Management- August 16  
The Successful Administrative Assistant- August 17  
Creative Training Techniques- August 16-17  
Successful Business Writing & Editing- August 20  
Managerial Techniques for Secretaries & Admin. Assts.- August 24  
Statement of Work Preparation- Sept. 5-7  
Leadership Skills for Woman Managers and Supervisors- Sept. 6  
(Location- Daytona Beach)- Sept. 6  
(Location- Orlando)- Sept. 7  
How to Supervise Hourly Employees- Sept 10  
Advanced Marketing Strategies- 1990's-Sept 10  
Construction Project Management- Sept 10-11  
The Supervisor's Workshop- Sept 11-12  
Software Configuration Management- Sept. 12  
Leadership & Supervisory Skills for Women- Sept. 13, 22 and Oct. 12  
How to Interview People- Sept. 18  
An Employee's Guide to Writing and Speaking Better- Sept. 19  
Project Management- Sept. 25  
The Changing Role for the Exec. Sec. and Admin. Asst.- Sept. 24-25  
Guilt-Free Assertiveness- Sept. 25  
Criticism and Discipline Skills for Managers- Sept. 26

**TO:** UCF Faculty and Staff  
**FROM:** Mary McKinney  
Director of Student Financial Aid  
**SUBJECT:** Reinstatement for High Achievement  
Scholarship

Students who received the High Achievement scholarship in the past and became ineligible due to GPA problems, may now be reinstated if their overall and UCF GPA is 3.0 or higher. Please contact the Scholarship Department in the Office of Student Financial Aid for further information.



## Bowler, Flower Arranger, *Employee* Has Energy To Spare

Bea Prince, senior secretary for the Honors Program, was appropriately chosen *August's Employee of the Month*. August marks Bea's 10-year anniversary at the university.

In her distinctive Philadelphia accent, Bea reminisces about the last decade and initially working in the accounting department, then located in Howard Phillips Hall and called the classroom building.

After working in the accounting department, she went on to Air Force ROTC. Later she transferred to radiological sciences in the college of health and then to working for Mark Stern in the Honors Program. She talks fondly of her last 10 years at UCF. She especially likes her job in the Honors Program office.

Her job requires that she meet and greet more than 350 Honors Program students a school year. She

says it is one of her favorite chores. She also enjoys setting up the various lunches that allow the program's students and guest speakers to engage in informal discussions. She says she often sneaks in just to listen to the discourse.

She says much has changed over the last 10 years; most noticeable is the trip to work. "I used to get to work in 10 minutes," says the Orlando resident. "Now it takes me 20 minutes." Speaking of other noteworthy changes, the UCF Knights fan and season ticket holder says, "The football team has come a long way. And so has the drill team."

Bea is just not a spectator. She is a leading bowler on the UCF bowling team. "I bowled 218 last year and seriously considered turning pro," says the tall, redhead with a broad smile. This experienced kegger also



**Bea Prince**  
Employee of the Month

arranges flowers and sells the arrangements at craft shows across the state.

A whirlwind with energy to spare, Bea is married to Cecil, who retired from the U.S. Army. Cecil's Army career allowed them to live in Iceland and Berlin, Germany. "We lived in Berlin before the wall was built. When they built the wall, I lost my cleaning lady. She was from East Berlin," Bea says.

The couple have four children, three girls and a boy; and a 7-year-old granddaughter, Teresa.

The world traveler says she loves taking cruises - *anywhere*. She counts five cruises under her belt, even though she gets seasick. "I'll go on a cruise at the drop of a hat. I work to go on cruises," she laughs. She also loves to fly and talks of several trips in the offing.



### New CU Boss

Trudy Prince, an employee of the UCF Federal Credit Union for 10 years, has been appointed interim manager. She will be overseeing operations at the main campus and branch offices.

### Wayne E. Carroll 1946-1990

Wayne Carroll, a UCF civil engineering professor for almost 20 years died July 12.

He taught senior-level engineering courses and was known for his interest in undergraduate teaching.

Mr. Carroll was a member of the American Society of Civil Engineers.

## USPS Banquet Fun With Polynesian Flair

Sixty-three USPS employees were front and center on July 20 to receive service awards during the 18th annual banquet produced and directed by the Staff Council under President Debbie Goff.

The evening at the Holiday Inn University was chock full of surprises that included "volunteers" from the audience doing their very own versions of Polynesian dances with assistance from the professional dancers and band that entertained the group.

In addition to the awards to employees with 5, 10, 15 and 20 years of service at UCF, the evening also provided an opportunity for Goff to introduce her successor, Mark Smith of the registration and records office.

Betty Martin, May's *Employee of the Month*, was chosen *Employee of the Year* by a random drawing of the last year's employees of the month. In addition to many gift certificates from area merchants, she received two roundtrip Continental Airline tickets to anywhere in the country.



UCF employees, from left, Susan Pantelias, UCF Foundation; Mary Altomare, finance & accounting; and Carole Becker, UCF Foundation, enjoy the tropical festivities.



Banquet goes from left are, Gary Balanoff; Janet Balanoff, EEO; Don Livesay; Veronical Livesay, student affairs; and Vicky Brown, President's Office.



# Grant Opportunities

**State of Florida HIGH TECHNOLOGY AND INDUSTRY COUNCIL (FHTIC)** - is soliciting proposals from universities or a consortium of universities for the Applied Research Grants Program. The purpose of this program is to enhance the economic growth of the State of Florida through the active collaboration between the state's high technology industries and the universities in applied research and development and innovation which is at the cutting edge of today's technology. Areas of interest include: 1) Biomedical devices, 2) Biotechnology, 3) Computer and Integrated Engineering and Manufacturing, 4) Electro-Optics and Lightwave Technology, 5) Microelectronics and Materials, 6) Simulation and Training, 7) Software and Computer Science. DEADLINE: September 10, 1990.

**SPACEPORT FLORIDA AUTHORITY - FLIGHT EXPERIMENT PROGRAM** - The State's new Spaceport Florida Authority is soliciting proposals for a high altitude Flight Experiment Program for university researchers. This program provides opportunities for conducting experiments for short durations at sub-orbital altitudes, with periods of "weightlessness" up to 180 seconds. Pre-Bid Conference will be held on Aug. 14. (see below). DEADLINE: October 1, 1990.

**90.0295 INSTRUMENTATION AND LABORATORY IMPROVEMENT PROGRAM - NATIONAL SCIENCE FOUNDATION (NSF)** - The goal of this program is to improve the quality of the undergraduate curriculum by supporting projects to develop new or improved instrument-based undergraduate laboratory courses in science, mathematics, or engineering. DEADLINE: November 13, 1990

**90.0356 ENVIRONMENTAL EDUCATION - STATE OF FLORIDA** - The State of Florida, Advisory Council on Environmental Education is soliciting proposals to develop and implement environmental education projects. DEADLINE: September 12, 1990.

**90.0358 JOSEPH P. KENNEDY, JR. FOUNDATION** - Solicitations are

requested in the following areas of concern; aging and mental retardation, communication, infants with AIDS, ethics and mental retardation, teen pregnancy. DEADLINE: October 1, 1990.

**ENVIRONMENTAL PROTECTION AGENCY (EPA) - EXPLORATORY RESEARCH GRANTS** - The EPA is seeking grant applications to conduct exploratory environmental research in biology (DEADLINE: September 14, 1990), and Health (DEADLINE: October 19, 1990). Investigations are sought in research disciplines which focus on any aspect of pollution identification, characterization, abatement or control, or address the effects of pollutants on human health or the environment.

**90.0223 STRENGTHENING FOREIGN LANGUAGE EDUCATION - NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)** - is seeking proposals in all foreign languages and particularly hopes to receive them in less commonly taught languages as Russian, Japanese, Chinese and Arabic. In encouraging foreign language study, the Endowment wishes to emphasize the work of teachers as central to improving education. NEH seeks to support, in particular, summer institutes for school teachers, projects to redesign foreign language programs for undergraduates, and a variety of special projects. DEADLINE: September 14, 1990.

**90.0225 HIGH EDUCATION IN THE HUMANITIES - NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)** - This is designed to assist institutions seeking to establish core curricula—programs in which students study in an ordered sequence, materials central to a liberal education. Faculty study programs and other projects aimed at strengthening the humanities components of existing core curricula. DEADLINE: October 1, 1990.

**MEETINGS/ CONFERENCES:** **SPACEPORT FLORIDA AUTHORITY - FLIGHT EXPERIMENT PROGRAM.** UCF will host a kickoff meeting at 10 a.m. Aug. 14. Interested parties should contact Ms. Ingrid Gillespie x5538 by Aug. 10.

## Classified Ads

This is a free service to full-time UCF employees. Ad forms are available in The UCF Report office, ADM 3951.  
A completed form is needed each time the ad runs. Deadline is noon on the Wednesday preceding the Wednesday publication date.

### FOR SALE

**Home**, 2 BR, 2BA, former model home with large in-ground jacuzzi with a screened patio, fireplace, eat-in kitchen, sprinkler, security systems, garage, upgrades & extras. Community pool & tennis courts. Low maintenance. Assumable. \$69,900 or lease purchase at \$675/mo. 679-0079.

**Condo**, large 1 bedroom, Cas-selberry, excellent condition, many extras, lake access. \$32,900. Call 671-8434.

**Auto**, Pontiac Bonneville, 1984, 4 dr., 6 cyl., auto., very good condition, loaded. \$2,500. Call 671-8434.

**Auto**, 1988 Acura Integra, 5 spd, air, M20 performance pkg, 23K miles, perfect condition, \$9450. Call 658-5609 Days or 699-9322 after 5 p.m.

**Auto**, 1982 Chevette. Good condition. 4/dr. Hatchback. Only 61,000 miles. Air. AM/FM radio. Call 830-9477.

**Auto**, 1978 Impala 4/dr. Runs great. 8cyl., auto. \$600. Call 275-2636 days-275-8325 nights.

**Moped**, red. Brick-red rocker recliner. Air conditioner. Call 366-9970.

**Furniture**, Living room set. King-size sleeper couch, swivel velour chair. Tables- cocktail- 2 end tables. \$150. Call 275-2636 days or 275-8325 nights.

**Furniture**, Patio/porch pipe furniture: recliner chair with ottoman, 50" loveseat, 42" dining table (6 sides), 36" coffee table. Vanilla pipe and cream cushions with pastel accents. Like new. \$225 for set. Call 282-7289.

**Recliner**. Vinyl. Cinnamon color. Very good condition. \$40. Call 275-2269 days or 671-5002 nights.

### FOR RENT

**House**, Master bedroom suite with full BA & walk-in closet, 2 additional BR and 1 full BA. Open floor plan, fenced backyard, 3 miles north of UCF. Call Beth weekdays 281-5646, evenings 365-3477.

**House**, 4 bedroom, 2 bath with pool. \$700/mo. Children welcome. Oviedo. 365-8383 or 366-9970.

## Thanks Staff Council!

As an Employee of the Month, I recently had the privilege of attending a UCF Staff Council meeting. I feel compelled to share with all of the UCF staff community that we should be very proud of the sincere and very dedicated employees who represent us. They give of their personal time and personal money to pursue the best for us as employees, including special efforts at improving our wages as hard-working Americans. A special 'Rose Bouquet' to the former president Debbie Goff, who went far beyond the call of duty as a

superior council president, employee and all-around special human being. Once again, I say to these dedicated, quiet and very productive heroes and heroines, "I feel very safe and secure as an employee knowing that their kind are representing me as a University employee." Thank you, Staff Council members. And, . . . best wishes to our new Staff Council President Mike Smith.

Thank you,

Betty Martin  
Army ROTC

## Official Ballot

### To Spotlight the UCF Employee of the Month

I nominate \_\_\_\_\_ (name) \_\_\_\_\_ (campus address) to be the UCF Employee of the Month (Nominee must have been a University Support Personnel System employee for at least two years.) Any employee, including faculty and A&P, may nominate a candidate on the basis of job performance, dependability, attitude, etc. A name submitted remains in the pool of eligible candidates for one year.

Signed: \_\_\_\_\_ (campus address) \_\_\_\_\_ (campus phone)

Cut ballot and return to Personnel, EOM. (Mark envelope "Confidential")

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- 17 trees
- 7,000 gallons of water
- 4200 kilowatt hours of energy
- 3 cubic yards of landfill space
- And keeps 60 pounds of pollution out of the air

The staff at *The UCF Report* is collecting newspapers in room 395-1 and will take them to a recycling bin. Please help us.

## The UCF Report

*The UCF Report* is a publication of the Department of Public Affairs, Division of University Relations, University of Central Florida, P.O. Box 25000, Orlando, FL 32816, (407) 275-2504, in conformity with state laws, at a cost of 27.2 cents per copy. Publication of announcements and official memoranda about University policy and procedures in *The UCF Report* constitutes official notice to faculty and staff.

Ruth Eliason, Editor  
Irene LeBlanc, Editorial Assistant  
Kristen Sweet, Editorial Assistant  
Bill Thomson, Photographer



# 1990 – 1991

## TENURE/PROMOTION

### FALL SUPPLEMENT

### FOR UCF FACULTY

Given below is this year's timetable relating to faculty reviews for tenure and/or promotion. Please be advised that if minor adjustments in the timetable are needed, they can be made with the concurrence of the concerned Chairperson and Dean, provided that all substantive requirements are met. However, the January 7 date for submission of all promotion and tenure files to me is firm.

The application format for promotion and tenure is available from either the Office of the Dean or the Office of Academic Affairs.

If you have any questions regarding either tenure or promotion, please call Frank Juge at Extension 2496.

Richard Astro  
Provost



PLEASE PULL OUT THIS SECTION AND RETAIN FOR YOUR RECORDS.

## TENURE/PROMOTION SCHEDULE 1990/91

### Mon. August 13, 1990:

Deadline date for Department Chairs to meet with candidates regarding outside reviewers.

### Fri. August 24, 1990:

Tenure/Promotion reviews requested from outside experts (due September 28).

### Fri. September 28, 1990:

Tenure/Promotion application file completed from format on disk.

### Fri. September 28, 1990:

Due date for outside reviews.

### Wed. October 3, 1990:

Tenure/Promotion Evaluation file (with outside reviews) transmitted by Department Chair to Department Evaluation Committee.

### Thu. October 11, 1990:

Tenure/Promotion – Department Evaluation Committee report (AA-16) submitted to Department Chair.

### Tue. October 16, 1990:

Tenure only – Department Chair completes Form AA-18-A Revised, A-D.

### Wed. October 17, 1990:

Tenure only – Department Chair sends written notice of Department Evaluation Committee recommendation with copy of report. (Candidates signature required) Department Chair sends copy of Form AA-18-A Revised, A-D to candidate. (Candidate may respond within 5 calendar days.)

Promotion only – Department Chair sends written notification of

Department of Evaluation Committee recommendation with a copy of report, and requests candidate's signature on AA-16. (Candidate may respond within 5 calendar days.)

### Tue. October 23, 1990:

Tenure only – Department Chair/Dean conducts a secret poll of the tenured members of the department/college, and records the vote in Form AA-18-A Revised, Section E.

### Wed. October 24, 1990:

Promotion only – Department Chair formulates recommendation Form AA-18-A-Revised Section A-F (E. not required for promotion)

Tenure only – Department Chair completes Form AA-18-A-Revised Section F. (Chair's recommendation and comments).

### Thu. October 25, 1990:

Promotion only – Department Chair sends copy of chair's response Form AA-18-A-Revised Section A-F with a letter of transmittal. (Candidate's response is due within 5 calendar days.)

Tenure only – Department Chair by letter notifies candidate of a vote of tenured faculty in department/college and b.sends candidate copy of chair's recommendation and comments; and obtains signature of candidate. Candidate may respond within 5 calendar days.

### Wed. October 31, 1990:

Tenure/Promotion – Department Chair to Dean

### Thu. November 1, 1990:

Tenure/Promotion – Dean to College Committee

### Mon. November 26, 1990:

Tenure/Promotion – College Personnel Committee report (AA-16) to Dean.

### Tue. November 27, 1990:

Tenure/Promotion – Dean notifies candidate by letter of College Personnel Committee report, providing candidate with a copy. Candidate's signature requested on AA-16. Candidate may respond within 5 calendar days.

### Mon. December 3, 1990:

Deadline for candidate's response to College Committee's recommendation.

### Fri. December 21, 1990:

Tenure only – Dean formulates recommendation AA-18-B-Revised Section A & B and sends a copy with transmittal to the candidate (copy to Department Chair), requests candidate's signature. Candidate may respond within 5 calendar days.

Promotion only – Dean formulates his recommendation (Form AA-18-B-Revised) and sends a copy with transmittal to the candidate and requests candidate's signature. Candidate may respond within 5 calendar days. Copy of notification sent to Department Chair.

### Fri. January 4, 1991:

Deadline for candidate's response to Dean's recommendation VII.

### Mon. January 7, 1991:

Tenure/Promotion – Dean for-

wards files to Richard Astro, Provost. (Support documents to be stored by the Dean and made available to authorized reviewers.)

### Tue. January 10, 1991:

Tenure/Promotion – To University Personnel Committee to commence review.

### Fri. February 1, 1991:

Tenure/Promotion – University Personnel Committee sends notice of recommendation and provides candidate with copies of individual reviewer worksheets (Form AA-18-C) and an opportunity to respond. (Copy of notification sent to Dean and Department Chair.) Candidate's response is due within 5 calendar days.

### Wed. February 7, 1991:

Deadline for response from candidate to UPC notice.

### Mon. February 11, 1991:

UPC to Provost Astro

### Wed. March 6, 1991:

Tenure/Promotion – Provost Astro to President Altman.

### Wed. March 13, 1991:

Tenure/Promotion – President Altman to Vice President Astro.

### Fri. March 22, 1991:

Tenure to Board of Regents for May meeting.

### Fri. April 5, 1991:

Promotion notices.



# University Of Central Florida Rules

6C7-3.011

## TENURE

### (1) Scope

This rule shall apply to all faculty members. However, in the case of non-unit faculty the provisions of Article 20 of the BOR/UFF collective bargaining agreement shall not apply. For those (non-unit) members, grievances shall be processed in accordance with UCF Rule 6C7-3.132 FAC.

### (2) General Policy

(a) University of Central Florida adheres to the Board of Regents rules governing tenure (6C-5.225 and 6C-1.10(2)(h)).

(b) There should be sufficient discipline flexibility in interpretation of the standards for tenure so that individuals may have reasonable expectation of fulfilling the requirements.

(c) A faculty member should normally be recommended for promotion prior to or at the same time that tenure is recommended. To save time for both faculty members and committees, the necessary papers for both should go forward simultaneously. It is recommended that a positive vote for promotion precede the vote on tenure.

### (3) Procedure for Granting Tenure

(a) At the time a faculty member becomes eligible for tenure consideration the appropriate department or unit administrator, after consultation with tenured members of the department or unit, see 6C7-3.011(3)(c), and after taking into account other considerations such as student evaluations, public school service and reviews by outside experts in the case of instructional positions, shall nominate him for that status or postpone such nomination and, in either case, shall inform him in writing of the action taken.

#### (b) Outside Review:

Each faculty member being considered for tenure will have his/her application file submitted to four outside experts for evaluation. The outside experts are to be selected using the following procedures.

1. The department chair and the Department Personnel committee will jointly select a panel of four outside reviewers: the faculty member being considered for tenure will nominate a panel of four outside reviewers. The final panel of outside reviewers will consist of four persons; two selected by the faculty candidate from the panel proposed by the Chair and personnel committee, and two selected from the panel proposed by the faculty candidate by the Chair and personnel committee. When a department Chair is under consideration for tenure, his/her dean will appoint a person to participate in the tenure process in the role of the Chair's supervisor.

2. Outside reviews shall be required for all tenure candidates.

3. Outside reviewer's comments shall be based upon a professional resume and selected materials provided jointly by the Chair and candidate to the outside reviewer. In the event that agreement cannot be reached on the selected materials, the Department Personnel Committee will adjudicate the matter.

4. In all instances a standard letter provided by the Office of Academic Affairs will be used for the purpose of submitting a file for outside review. When a Chair is a candidate, his/her immediate supervisor will handle the letters and file distributions.

(c) The vote of the tenured members of the department or unit shall be obtained by the appropriate department or unit administrator in a secret poll, the results of which shall be forwarded with the

nomination.

(d) Evaluation of the candidate by other faculty members shall also be considered during the nomination process.

(e) The nomination must be evaluated by the appropriate college dean, the Vice President for Academic Affairs and the President before the President submits it to the Board of Regents.

(f) If the President approves, the nomination will be forwarded to the Chancellor for action by the Board of Regents. The President will provide the nominee with a written report of the final action taken by the Board on the nomination for tenure.

(g) Presidential denial of nomination may be appealed under the applicable UCF grievance procedure (Rules 6C7-3.013 or 6C7-3.0132).

### (4) College of Engineering

In addition to the university-wide criteria for promotion and tenure, as detailed in this document, the following criteria will be applicable for all Professional Engineering Faculty nominations.

(a) Current professional registration as:

1. An "Engineer-in-Training" for the rank of Assistant Professor of Engineering, and

2. As a "Professional Engineer" for the ranks of Associate Professor of Engineering and Professor of Engineering under the laws of a state or territory of the United States. Professional Engineering faculty shall give evidence of being registered in Florida.

(b) Evidence of continuing education and professional development activities that clearly demonstrate that the individual faculty member has obtained relevant professional competence in an appropriate discipline.

(c) Evidence of active professional service with one or more of the "Participating Bodies" of the Engineer's Council for Professional Development. Such service herein defined as participation in the affairs of the professional/learned/technical society as an officer, committee member, or by presentation of papers.

(d) The annual review of faculty by the Dean of the College of Engineering shall include certification to higher authority of "satisfaction of continuing qualifications" of a faculty member to be a member of the "Professional Engineering Faculty."

(e) Recognizing that some of the current engineering faculty/educators may have different personal objectives OR that it may be appropriate to appoint certain applied scientists to the engineering faculty in the future, an exception to item (a) shall be allowed provided that:

1. The affected faculty member shall be appointed "\_\_\_\_\_ of Engineering Science," and

2. The same requirement for professional development and professional services shall be maintained as requisite for membership in the "Professional Engineering Faculty." Specific Authority: 120.53(1)(a), 240.227(1), 6C-5.225 FAC Law Implemented: 120.53 (1)(a), 240.227(1), 240.245, 240.209, (3) (e), (4) 447.203(2) FS History: New 10-8-75 Amended 11-10-77 4-30-81 8-4-85 8-14-88 8-02-89 Formerly 6C7-3.11

## 6C7-3.017 PROMOTION

### (1) Policy

(a) University of Central Florida adheres to the regulations of the Board of regents governing promotion (6C5.113).

(b) There should be sufficient discipline flexibility in interpretation of the standards for promotion so that individuals may have reasonable expectation of fulfilling the requirements.

(c) A faculty member should normally be recommended for promotion prior to or at the same time that tenure is recommended. To save time for both faculty member and committees, the necessary papers for both should go forward simultaneously. It is recommended that a positive vote for promotion precede the vote on tenure.

### (2) Nomination Eligibility

(a) Promotion to Assistant Professor - The candidate is expected to have demonstrated his/her competency in the area of teaching. Except in unusual cases, the individual should hold the doctorate or terminal degree in his/her field of specialization.

#### (b) Promotion to Associate Professor

1. The rank of associate professor signifies significant accomplishment in scholarship, teaching, and service worthy of status as a member of the senior faculty.

2. Promotion from assistant to associate professor calls for substantial contributions in teaching and in scholarship, as well as acceptable service contributions or other University duties. The record must demonstrate professional accomplishment beyond the doctoral or terminal degree level of the specific discipline. Contributions must be substantive, although the quality of the contributions or the length of time over which the contributions have been accumulated may be less than that required for the rank of professor.

(c) Promotion to Professor - The rank of professor reflects not only an individual's contributions within the institution but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. The standards in each of the colleges call for distinction in scholarship or teaching with substantial accomplishments in service or other university duties. Substantial contributions of a continuing nature in each of the areas, beyond that expected of an associate professor, are necessary components for the achievement of the rank of professor.

(d) Criteria for promotion to all faculty ranks shall also consider service to public schools. Service to public schools shall be included under Service or Research/Creative Activities, as appropriate. Judgments pertaining to the decision to promote a faculty member being nominated shall include the faculty member's activities involving public schools under the following circumstances:

1. The faculty member has been assigned such activities and has been given a reasonable opportunity to perform such activities, or

2. The faculty member requests that such activities be included.

(3) Procedures for Recommending Faculty Members for Promotion.

(a) Recommendations for promotion will be initiated by the department chair and evaluated successively by the dean of the college, the Vice President for Academic Affairs, and the President. The dean will initiate recommendations for promotion of chairs, assistant deans, and persons occupying similar positions.

(b) Recommendations by chairs and endorsements by deans should be brief, and cite reasons for recommendations.

(c) Outside Review - Each faculty member being considered for promotion will have his/her application file submit-

ted to four outside experts for evaluation. The outside experts are to be selected using the following procedures.

1. The department chair and the Department Personnel Committee will jointly select a panel of four outside reviewers; the faculty member being considered for promotion will nominate a panel of four outside reviewers. The final panel of outside reviewers will consist of four persons; two selected by the faculty candidate from the panel proposed by the chair and personnel committee, and two selected from the panel proposed by the faculty candidate by the chair and personnel committee. When a department chair is under consideration for promotion, his/her dean will appoint a person to participate in the promotion process in the role of the chair's supervisor.

2. Outside reviews shall be required for all promotion candidates.

3. Outside reviewer's comments shall be based upon a professional resume and selected materials provided jointly by the chair and candidate to the outside reviewer. In the event that agreement cannot be reached as to the selected materials, the Department Personnel Committee will adjudicate the matter.

4. In all instances a standard letter provided by the Office of Academic Affairs will be used for the purpose of submitting a file for outside review. When a chair is a candidate, his/her immediate supervisor will handle the letters and file distributions.

(d) The recommendations should be accompanied by the supporting materials as listed below:

1. Faculty Nomination Form (A-A-10) A nomination format which will be provided by the Office of Academic Affairs.

2. Chair's Evaluation Summary A summary evaluation by the department chair in a format to be provided by the Office of Academic Affairs.

3. Faculty Evaluation by Faculty An evaluation of the faculty (candidate) by faculty in a format to be provided by the Office of Academic Affairs. This evaluation which will be made by committee at department, college and university level, in accordance with the following procedures.

(e) Department Personnel Committee:

1. A Department Personnel Committee shall be established with in each academic department to function as an advisory group to the department chair. This committee shall normally not exceed five persons selected by majority vote of the tenured and tenure earning members of the department. Membership shall be selected from either all tenured and tenure earning members of the department or only the tenured members (as determined during the selection voting process). College Personnel Committee members are not eligible for service on a Department Personnel Committee. If a faculty member is a candidate for promotion and/or tenure, that individual shall not be eligible to serve on the committee.

Department Personnel Committee members must remove themselves from voting and be replaced by an alternate in the following cases:

(i) nepotism  
(ii) if the personnel committee member is non-tenured and is voting on an applicant who serves in an administrative capacity over that voting member.  
(iii) if in their judgement personal factors might impair their objectivity regarding an individual applicant.



## University of Central Florida Rules (Continued)

2. The committee chair shall be a member of the committee selected by majority vote of its members, and shall call the committee into session to transact such business as required. The committee shall, at the request of the department chair, review the evaluation folders of faculty under consideration for a change of status. The department may designate, with approval of the Vice President for Academic Affairs, criteria for evaluation in addition to those in 6C7-3.017(2). Additional criteria must be approved by a majority of the regular full-time faculty members of the department, the department chair, and the dean as provided for by the Collective Bargaining Agreement. The committee will be discriminating in its decision making and will make its review based on consideration of facts and supportive evidence contained in the evaluation folder.

3. **A Faculty Evaluation of Faculty Form (AA-16)** An evaluation of the faculty (candidate) by faculty shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered and the result shall be recorded on the form. Each evaluation must be accompanied by an explanation of the committee's action in the sections provided on the form.

4. The committee chair shall forward to the department chair the following:

- (i) A copy of the session call
- (ii) A copy of the record of attendance

(iii) **Completed copy of each Form AA-16** A copy of each faculty evaluation of faculty (candidate).

The committee shall also designate one of its members to orally report the basis for the committee recommendation to the department chair and to the College Personnel Committee, if requested by either.

5. The department chair shall, within five calendar days, notify the faculty member of the committee's evaluation.

6. Evaluated faculty members may review the committee's evaluation. Persons "not recommended" may, at their option, request an explanation from the committee. Evaluated members choosing to rebut the committee's evaluation may do so in writing within five calendar days after receipt of notice of the committee's decision (or explanation if one was requested), and this rebuttal shall be placed in the member's evaluation file.

(f) College Personnel Committee:

1. A College Personnel Committee shall be established within each college to function as an advisory group to the dean. The size of this committee, for the purpose of evaluation of faculty, shall be determined by a vote of the majority of faculty members in the college. In no case shall there be less than five members nor more than the number of departments in the college, plus two who will be "at large" representatives. Every department consisting of more than two members shall have at least one representative unless a majority of the members of the department vote to decline to be represented. Each committee member shall serve a term of two academic years. Terms shall be staggered to provide for continuity and uniformity of committee action. Committee members are not allowed to serve two successive terms.

2. The number of committee members shall be the quantity determined in 1. above plus one (elected) alternate member.

3. Each department shall elect a representative to the College Personnel Committee. Where the college has elected to have "at large" representatives, they shall be elected by the faculty of the college. These representatives shall be tenured fac-

ulty members elected by majority vote of tenured and tenure earning faculty of the department (or the college for "at large" representatives). If the department does not have tenured faculty, then the departmental representative will be elected from the tenure earning faculty of the department. Exempted from service on College Personnel Committees are faculty not eligible because of prior service (see 1. above) and faculty who are candidates for promotion and/or tenure. Deans and department chairs are not eligible to serve on College Personnel Committees.

4. Representatives of the College Personnel Committee shall be elected at department (or college, for "at large" representatives) meetings in April. The Dean of the college shall serve as the election official.

College Personnel Committee members must remove themselves from voting and be replaced by an alternate in the following cases:

- (i) nepotism,
- (ii) if in their judgement personal factors might impair their objectivity regarding an individual applicant.

5. No more than two members may be elected from one department.

6. Nominations for "at large" members shall be restricted to tenured members of the college, and shall be from the floor at the April meeting of the tenured and tenure earning college faculty. Selection of members shall be by secret ballot and at least by a simple majority of those voting. In the event no nominee receives a majority of the votes cast, a runoff election shall be held among the fewest number of nominees for that particular committee seat whose total vote accumulates to be fifty percent or more of the votes cast. Election results are to be reported by the college dean to:

- (i) The college faculty
- (ii) The department chair
- (iii) The Vice President for Academic Affairs

7. The committee chair shall be a member of the committee elected by a majority vote of its members, and shall call the committee into session to transact such business as required. Except for the College of Arts & Sciences, a quorum shall consist of the attendance of all regular committee members. Attendance by eighty percent of the committee members representing the College of Arts & Sciences will constitute a quorum. In case of serious or prolonged illness the alternate member will serve.

8. The committee shall, at the request of the dean, review those credentials submitted by the department chairs for consideration of faculty change of status. The college may designate, with approval of the Vice President for Academic Affairs, as provided for by the Collective Bargaining Agreement, additional criteria for evaluation at the college-wide level in addition to those in applicable rules. Such additional criteria must be approved by a majority of the regular full-time faculty members of the college and its dean. The committee will be discriminating in its decision making, and will make its review based on consideration of the facts and supporting evidence contained in the evaluation folder as well as the written and verbal reports of the Department Evaluation Committee and the recommendation of the department chair.

9. **A Faculty Evaluation of Faculty Form (AA-16)** An evaluation of the faculty (candidate) by faculty shall be completed for each faculty member evaluated. Each committee member shall vote on each case considered and the result shall be recorded on the form. Evaluations shall not be an order ranking.

10. The committee chair shall forward to the dean the following:

- (i) A copy of the session call
- (ii) A copy of the record of attendance

(iii) **Completed copy of each Form AA-16** A copy of each faculty evaluation of faculty (candidate).

(iv) The evaluation file

11. The dean shall, within five calendar days, notify the evaluated and advise that they may review their evaluation. Persons "not recommended" may, at their option, request an explanation from the committee. Evaluated members choosing to rebut the committee's evaluation may do so in writing within five calendar days after receipt of notice of the committee's decision (or explanation if one was requested) and this rebuttal shall be placed in the member's evaluation file.

(g) University Personnel Committee

1. The University Personnel Committee shall be established to function as an advisory group to the Vice President for Academic Affairs. It shall be comprised of tenured associate or full professors. This committee shall consist of one member from each College Personnel Committee to be elected by each College Personnel Committee. Each College Personnel Committee will elect from its membership one representative and one alternate to serve on the University Personnel Committee, except for the College of Arts and Sciences. The College Personnel Committee of the College of Arts and Sciences will elect from its membership three members, and an alternate for each, from each traditional division - Natural Sciences, Social Sciences, and Humanities and Fine Arts.

If a faculty member is a candidate for promotion and/or tenure, that individual shall not be eligible to serve on the committee.

College Personnel Committee members must remove themselves from voting and be replaced by an alternate in the following cases:

- (i) nepotism,
- (ii) if the personnel committee member is non-tenured and is voting on an applicant who serves in an administrative capacity over that voting member.
- (iii) if in their judgement personal factors might impair their objectivity regarding an individual applicant.

The committee membership will be a matter of public record.

2. The committee chair shall be a non-voting member of the committee appointed by the Vice President for Academic Affairs.

3. The committee shall, upon request of the Vice President for Academic Affairs, review the evaluation folders of faculty under consideration for change of status. In this review the committee will rely upon the same criteria used by the Department Evaluation Committee and the College Personnel Committee. It will be discriminating in its decision making and will make its review based on consideration of the facts and supporting evidence in the evaluation folder as well as the written report of the department chair, written and verbal reports of the College Personnel Committee, and recommendation of the college dean.

4. The committee chair shall forward to the Vice President for Academic Affairs the following (unless the member chooses to terminate candidacy at department or college level):

- (i) A copy of the session call
- (ii) A copy of the record of attendance

(iii) A written recommendation

(iv) A copy of a memorandum informing the faculty member of the committee's recommendation and advising the member that any response must be submitted within five calendar days.

(4) Promotion Decision and Notifi-

cation.

(a) The department chair will notify a faculty member of his intent to support or not support promotion and explain the procedure involved.

(b) The evaluation process is chair to dean to Vice President for Academic Affairs to President. Positive and negative recommendations will be forwarded successively and the faculty member will receive a notice of each recommendation at the time it is forwarded.

(c) All candidates will be reviewed by the Vice President for Academic Affairs and the President. Final decisions shall be made by the President and rendered in writing.

(d) Promotion will normally become effective at the beginning of the succeeding academic year.

(5) College of Engineering:

In addition to the university-wide criteria for promotion and tenure, as detailed in this document, the following criteria will be applicable for all Professional Engineering Faculty nominations:

(a) Current professional registration as

1. an "Engineering-in-Training" for rank of Assistant Professor of Engineering, and

2. as a "Professional Engineer" for the ranks of Associate Professor of Engineering and Professor of Engineering under the laws of a state or territory of the United States. Professional Engineering faculty shall give evidence of being registered in Florida.

(b) Evidence of continuing education and professional development activities that clearly demonstrate that the individual faculty member has obtained relevant professional competence in an appropriate discipline.

(c) Evidence of active professional service with one or more of the "Participating Bodies" of the Engineer's Council for Professional Development. Such service herein defined as participation in the affairs of the professional/learned/technical society as an officer, committee member, or by presentation of papers.

(d) The annual review of faculty by the Dean of the College of Engineering shall include certification to higher authority of "satisfaction of continuing qualifications" of a faculty member to be a member of the "Professional Engineering Faculty."

(e) Recognizing that some of the current engineering faculty/educators may have different personal objectives OR that it may be appropriate to appoint certain applied scientists to the engineering faculty in the future, an exception to item (a) shall be allowed provided that:

1. The affected faculty member shall be appointed "\_\_\_\_\_ of Engineering Science,"

2. The same requirement for professional development and professional service shall be maintained as a requisite for membership in the "Professional Engineering Faculty."

(6) New Rules.

New rules adopted at any time by the University of Central Florida in regard to Rule 6C7-3.017 shall not become effective to the exclusion of prior rules for a period of one year.

Specific Authority 120.53(1)(a), 240.227(1), 240.245 FS

Law Implemented 120.53(1)(a), 240.227(5), 240.245 FS.

History-New 10-8-75; Amended 11-10-77, 9-27-79, 11-14-83, 8-4-85, 8-14-88, 8-2-89

Formerly 6C7-3.17



## BOARD OF REGENTS RULES

### 6C-5.113 PROMOTION

#### (1) Definition

(a) General Faculty promotion - The assignment of a General Faculty member to a higher academic or equivalent rank.

(b) Administrative and Professional employee promotion - the assignment of an Administrative and Professional employee to another Administrative and Professional class having substantially increased responsibilities and/or a higher pay grade, or a permanent assignment of substantially increased responsibilities for the existing classification. Assignment of a higher pay grade to a position may constitute a promotion or merely a reslotting of the position, at the discretion of the president or president's designee, or the Chancellor or Chancellor's designee for Board Office employees.

#### (2) Criteria and procedure for promotion

(a) General Faculty - The criteria for promotion of General Faculty members shall include meeting the minimum qualifications for appointment to the rank or position, increases skill in the performance of duties, increased knowledge in the field of specialty, increased recognition as an authority in his/her field, and potential for professional growth. Procedures for faculty participation in the development of promotion recommendations and other procedures and criteria for promotion may be specified by the university.

(b) Administrative and Professional employees - The criteria for promotion of Administrative and Professional employees shall include exemplary performance of duties in the employee's present position and satisfaction of the minimum qualifications contained in the class specification for the position to which promoted. A qualified Administrative and Professional employee may be promoted in the employee's current position based on a substantial increase in responsibilities. Procedures for promotion consideration shall be specified by the university for university employees, or the Chancellor or Chancellor's designee for Board Office employees.

Specific Authority 240.209(3)(m) FS Law Implemented 240.209(1), (2), (4), 447.203 (2) FS, History-New 11-11-80, Amended 12-8-81. Previously numbered 6C-5.29, Amended 10-13-85.

Editorial Note: The 10-13-85 amendment entirely superseded the former rule.

### 6C-5.225 TENURE

(1) For General Faculty who are members of the general faculty bargaining unit and represented by a bargaining agent, the provisions of this rule are supplemented by the BOR/UFF Agreement.

#### (2) Definition of Tenure of the Faculty

(a) Preamble-Institutions of higher education are conducted for the common good. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist in order that society may have the benefit of honest judgment and independent criticism. The meaning of tenure in the academic community in the United States is simply a guarantee of annual reappointment for General Faculty members until voluntary resignation, retirement, removal for adequate cause, or layoff in accordance with procedures specified by the Board of Regents in this Chapter and in the BOR/UFF Agreement. Tenure is that condition attained by the General Faculty member through highly competent teaching, research or other scholarly activities, service and contributions to the

university and to society. It assures the General Faculty Member security of employment and immunity from reprisal or threats due to an intellectual position or belief which may be unpopular.

(b) Tenure-Tenure shall be held as a ranked General Faculty member in an academic department or other equivalent academic unit and shall not extend to administrative appointments in the General Faculty or Administrative and Professional Classification Plan. A General Faculty member who has been granted tenure by the Board of Regents shall have the status of permanent member of the General Faculty and be in the continuing employment of the university until he or she:

1. Voluntarily leaves the employment of the university;
2. Voluntarily retires;
3. Is dismissed for cause under the provision of university rules or the BOR/UFF Agreement which governs the termination of General Faculty employment;

4. Is discontinued pursuant to the layoff provisions in 6C-5.125 and the BOR/UFF Agreement; or
5. Dies

#### (3) Tenure-earning Appointments

(a) General Faculty Appointments to the ranks of assistant professor, associate professor, and professor, which appointments do not include the appointment status modifiers "acting," "adjunct," "joint," "provisional," "visiting," "research," "clinical," "courtesy," "honorary," or "affiliate" (see 6C-5-105(5)) are tenure-earning. Appointments which include the appointment status modifiers "joint," "provisional," "visiting," "research," "clinical," or "affiliate" may or may not earn time toward tenure, as determined by the university at the time of appointment.

(b) If a General Faculty member is initially appointed to the rank of instructor or to a rank including an appointment status modifier describer in (3) (a) determined by the university not be tenure-earning, and is subsequently appointed to a tenure-earning position, all or a proportion of the General Faculty member's prior service in such non-tenure-earning title may be counted toward tenure, provided the university agrees in writing to credit such service.

#### (4) Eligibility for Tenure Nomination

(a) Only those General Faculty members serving in tenure-earning appointments as described in (3) (a), above are eligible to be nominated for tenure. Universities may, by rule, make assistant professors ineligible for tenure.

(b) Except for General Faculty members who, by virtue of prior tenure-earning service credited at the time of their appointment are eligible for consideration earlier, a decision whether to nominate a General Faculty member for tenure shall normally be made during the fifth year of continuous full-time service or equivalent part-time service in a tenure-earning position, or at the option of the General Faculty member and with the concurrence of the appropriate administrative officials, during the sixth year of continuous full-time service or equivalent part-time service in a tenure-earning position. Continuous employment for the purpose of tenure eligibility consideration for full-time service shall normally mean employment during at least 39 weeks of any twelve month period. Continuous employment for the purpose of tenure eligibility consideration for part-time service shall normally mean employment during at least one semester of any twelve month period. Part-time service of an employee employed at least one full semester in any twelve month period shall be accumulated. For example, two semester of half-time

service shall be considered one-half year of service for purposes of tenure eligibility.

(c) The number of years of previous tenure-earning service at other institutions of higher education which the president may agree to recommend as credit toward a General Faculty member's eligibility for tenure shall be agreed upon in writing at the time of employment, subject to the following restrictions for service at other than SUS institutions, the president may approve credit for not more than two years of tenure-earning service for a General Faculty member hired as an assistant professor, not more than three years for a General Faculty member hired as an associate professor, and not more than four years, for General Faculty member hired as a professor. The amount of prior State University System tenure-earning service creditable toward tenure at another university may, by agreement, be all or part of such service. In the absence of such agreement, all such service shall be credited.

(d) Time spent by a General Faculty member under joint appointment or exchange within or without the State University System, on a duly established personnel exchange program of the university, or on a special assignment for the benefit of the parent institution or for the University System, shall be counted toward the fulfillment of eligibility for tenure. In all such cases, the General Faculty member shall be so informed in writing at the time leave is granted. Time spent away from the university for other purposes shall not be counted toward the fulfillment of eligibility for tenure.

(e) Time spent on uncompensated leave shall not be credited as time earned toward tenure, except by agreement of the General Faculty member and the president or president's designee. In deciding whether to credit uncompensated leave toward tenure eligibility, the president shall consider the relevance of the General Faculty member's activity while on such leave to the General Faculty member's professional development and field of employment, the benefits, if any, which accrue to the university by virtue of placing the General Faculty member on such leave, and other appropriate factors. Time spent on compensated leave shall be credited as time earned toward tenure, unless the General Faculty member and the president's designee agree in writing that such leave is not to be credited.

#### (5) Granting of Tenure

(a) By the end of six years of continuous full-time, or equivalent part-time service in a tenure-earning position in a State University System, a General Faculty member shall be recommended for tenure or given notice that further employment will not be offered. The notice shall be accompanied by a statement of reasons by the president or president's designee why tenure was not granted.

(b) Upon nomination by the president, review by the Chancellor, and approval by the Board, tenure shall be granted. Each nomination for tenure shall be acted upon with careful consideration being given to the qualifications of the General Faculty member, including evaluation by colleagues and the immediate supervisor. In making judgments pertaining to the decision to award tenure, evaluation of research and other creative activities by qualified scholars in pertinent disciplines both within and outside the university should be sought. When one of the duties of the General Faculty member being nominated is service to public schools, judgments pertaining to the decision to award tenure shall include the General Faculty member's service to public schools. Further, when one of the duties of the General Faculty member being nominated is teaching, the quality of the General Faculty member's teaching shall be gauged by the procedures outlined in

these rules, the BOR/UFF Agreement, and the university policies which govern faculty evaluation and improvement. The General Faculty member considered for tenure normally shall hold the terminal degree in the appropriate academic field. Nomination of a General Faculty member for tenure shall signify that the president is satisfied the candidate will continue to make significant professional contributions to the university and the academic community generally.

(c) Tenure may be granted by the Board at the time on initial appointment. Also, the Board may approve tenure at an earlier time than specified in (5) (a) above, if it is recommended with sufficient justification by the president with the concurrence of the Chancellor.

(6) Transfer of SUS Tenure - Transfer of tenure of General Faculty members serving in bargaining unit positions is governed by the BOR/UFF Agreement. Transfer of tenure for General Faculty members serving in non-bargaining unit positions shall be at the discretion of the university to which the employee is transferring; the agreement to grant the transfer of tenure shall be in writing at the time of appointment.

(7) Procedure for Tenure Decisions - Each university shall adopt rules governing procedures for nominating eligible General Faculty members for tenure, criteria for tenure decisions, and notification of final action taken on the nomination.

Specific Authority 240.209(3)(e), (m) FS, Law Implemented 240.209(1), (4), 447.203 (2) FS, History-New 11-11-80, Amended 6-29-81, 12-8-81 Previously numbered 6C-5.06, Amended 10-13-85.

## BOR/UFF COLLECTIVE BARGAINING AGREEMENT

### 15.67 Recommendations and Procedures.

Recommendations for the awarding of tenure shall be made by the employee's supervisor and shall include a poll by secret ballot of the tenured members of the employee's department or equivalent unit. The performance of an employee during the entire term of employment at the institution shall be given consideration in determining whether to grant tenure. Recommendations regarding tenure shall include a copy of applicable tenure criteria and, if the employee chooses, the employee's tenure appraisals. The reviewers at any stage in the review may request to review the appraisals. Prior to the consideration of the employee's candidacy, the employee shall have the right to review the contents of the tenure file and may attach a brief and concise response to any materials therein. It shall be the responsibility of the employee to see that the file is complete. The provisions of Section 11.2 through 11.8 of this Agreement shall apply to the contents of the tenure file. After the commencement of consideration of an employee for tenure, material may be added to the file no sooner than three days after the material has been transmitted to the employee by personal delivery or by mail, return receipt requested. The employee may attach a concise response to any such material within five days after it has been transmitted to the employee. The only documents which may be considered in making a tenure recommendation are those contained or referenced in the tenure file. If any material is added to the file after commencement of consideration, a copy shall be sent within five days to the employee, who may attach within five days thereafter, a brief and concise response thereto.